



***GenTeam* Gazetteer**

Austria, Czechia, Slovakia, and Slovenia “How to” Guide Beginner Level: Instruction

October 2021

GOAL

This guide will teach you how to use the gazetteer on the *GenTeam* website to identify parishes, jurisdictions, and archive locations in the present-day countries of Austria, Czechia, Slovakia, and Slovenia.

INTRODUCTION

GenTeam is a website designed as a collaborative tool by and for genealogists. The website requires registration, but using the website is free. The online gazetteer covers the current countries of Austria, Czechia (or Czech Republic), Slovakia (or Slovak Republic), and Slovenia. It includes former (usually German) and current names of locations. Each place entry lists the name of the parish it belongs to, the year the church records began, and the archive that holds the records. In most cases, there is a link to the archive's website, where church records can be accessed online.

HOW TO

Registering for *GenTeam*

1. Go to the *GenTeam* website (www.genteam.at). The site is available in English and German. If the website appears in German, click on the dropdown box next to the British flag located in the upper right corner of the page and select “English (United Kingdom).”
2. On the left side of the website is a gray sidebar with space to enter your login information. Below the entry boxes, click on the words “Create an account.”
3. Fill out the registration form. All fields marked with an asterisk are required. At the end of the form, check the box next to “I’m not a robot.” Then select whether you want to receive emails with information about *GenTeam*. When you are finished, click on “Register.”
4. If you have entered in the information correctly, you will receive a confirmation email from *GenTeam*. Follow the instructions in the email to confirm your registration. Note that the confirmation email may take some time to receive (up to a day or so). After confirming your registration, an administrator will approve your account, following which you will receive an email notification that your account has been approved.

Accessing and using the *GenTeam* gazetteer

Once your account has been approved, use the following steps to access and use the gazetteer:

1. Go to the *GenTeam* website (www.genteam.at). On the left side of the page, in the gray sidebar, enter your username and password and click on “Login.”
2. Once you are logged in, you will see two columns of information. On the left side, in the gray sidebar, will be a list labeled “Datenbanken” (databases). To the right is a list of different types of records or resources available on *GenTeam*. The word “Gazetteer” shows up in both columns. Click on “Gazetteer” in the *right* column and read the information provided about the gazetteer, including helpful search techniques.
3. To access the gazetteer itself to search within it, click on “Gazetteer” in the *left* column.
4. The search boxes are located below the heading “Gazetteer of Austrian, Czech, Slovak and Slovenian Republic.” They include *Search Term*, *Place*, and *Crown Land*.

Place search

1. The *Search Term* box defaults to “Contains.” Other options include “Starts with” and “Is.”
2. Below *Place*, enter a place name. As you enter the place name, a dropdown box will appear, showing a list of place names with the entered text highlighted in blue text; since the search is set to “Contains,” any place name that contains the combination of letters you type may show up. You can either click on a place name from the dropdown box or leave the partial place name you have typed in the search box.
3. Beneath *Crown Land*, select a crown land from the dropdown box. Selecting a crown land is not required to complete a search; however, it can help limit the number of search results. See **Search Tips** below for a list of crown lands.
4. Once you have entered your search criteria, click on the “Search” box to the right.
5. The search results will be displayed in a table. A maximum of 10 results are shown in the results table per page.
6. When there are more than 10 results, a page bar will appear below the results table that will allow you to navigate multiple pages of search results.
7. The place name or partial place name you searched for may appear in either or both of the columns titled *Place Name* or *Former Place Name*.
8. The results table also includes columns for *Place Name German*, *Parish Roman Catholic*, and *Crown Land*.

Place Name: current place name


Former Place Name: former or historic place name

Place Name German: German name of a place with a current foreign name


The *Former Place Name* occurs most often with places in the Czech Republic and parts of Slovenia, especially in areas with historic ethnic German settlements. Results with *Place Name German* frequently occur with places in present-day Slovenia or Ukraine.

9. The first two columns of the table include a unique number assigned to each place and a link to the details for each place.

Detail view

1. Find the place of interest in the search results and click on the paper icon  in the *Details* column.
2. The *Detail View* page for the selected place identifies the following information:
 - a. **Crown Land.**
 - b. **Parish.** The name of the parish to which the selected place belonged—and, if applicable, the name of the former parish. Knowing the former parish is extremely useful, as it lets you know from which older parish a new parish came and where to search for earlier records.
 - c. **Begin of Vital Statistics.** The starting years of parish records are shown divided by slashes—e.g., 1717/1782/1782. This represents the respective starting years for baptism/marriage/burial records.
 - d. **Respective Archives.** The name of the archive which holds the records. If the name of the archive is in blue, it means the name is linked to the archive's website. Click on the name to access the specific archive website and browse for the parish records online.
3. Depending on the associated crown land of the selected place, the *Detail View* page will also provide the following information:

Crown Land	Additional Information
Bohemia Moravia South Tyrol Hungary (today Slovakia) Hungary (today Ukraine)	Judicial District
Hungary (today Slovakia) Hungary (today Ukraine)	Place Name Hungarian Place Name Slovak Place Name Ukrainian

4. To return to the search page, click on the blue return arrow  at the bottom of the details page.

Search tips

1. When searching for a place name, you do not need to input any letters containing diacritical marks (e.g., š, ů, é, ä).

Depending on the crown land of the place of interest, the search results **may** include the appropriate diacritics. If the location is in modern-day Czechia or Slovenia, the *GenTeam* gazetteer does not display any diacritical marks in its search or results screens.

Example of diacritics included in search result:

A search for “Murzhofen” will return *Mürzhofen* (in Styria, Austria).

*Examples of diacritics **not** included in search results:*

A search for “Cineves” will return *Cineves* (in Bohemia, Czechia). The correct spelling is *Činěves*.

The former parish for Činěves is *Městec Králové*, which is listed as *Mestec Kralove* in *GenTeam*.

3. To find the correct spelling of a town, as well as the modern jurisdictions, do a web search for the town name and look at the corresponding Wikipedia article. When there are several towns with the same name, use the *GenTeam*-provided parish name, or, if necessary, the former judicial district to identify the correct town.
4. *Crown Land* indicates the name of the province the place was in during the Austro-Hungarian Empire prior to 1918. If the place is in modern-day Austria, most crown lands correspond with the current state boundaries.
5. The following table shows the former crown lands listed in *GenTeam* and their current locations.

Crown Land	Current location
Böhmen (<i>Bohemia</i>)	Czechia
Bukowina	Ukraine, part in Romania
Dalmatien	Croatia, Montenegro
Galizien	Poland, Ukraine
Kärnten	Austria, Slovenia
Krain (<i>Carniola</i>)	Slovenia
Küstenland	part in Croatia, part in Slovenia
Mähren (<i>Moravia</i>)	Czechia, part in Poland
Niederösterreich	Austria
Oberösterreich	Austria
Salzburg	Austria
Schlesien (<i>Silesia</i>)	Poland, parts in Germany and Czechia
Steiermark	Austria, Slovenia
Tirol	Austria
Tirol (heute in Italien)	part in Italy
Ungarn (<i>Hungary</i>)	parts in Austria, Slovenia
Ungarn (heute Burgenland)	Austria
Ungarn (heute Slowakei)	Slovakia
Ungarn (heute Ukraine)	Ukraine
Vorarlberg	Austria
Wien (<i>Vienna</i>)	Austria

PRACTICE

We will use the *GenTeam* gazetteer to answer the following questions.

1. Log in to *GenTeam* at www.genteam.at and click on *Gazetteer* in the left column.
2. Under *Search Term*, select **Contains**.
3. Below *Place*, enter the town name of **Burg**. Notice that a dropdown box appears, containing a list of locations containing "Burg," regardless of where it shows up in the place name.
4. Click on "Search."

How many pages of results are there?	45
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5. Notice that "burg" appears at the end or beginning of many of the search results.
6. Change the *Search Term* to *Is* and click on "Search."

How many places are named <i>Burg</i> ?	8; there is also a place formerly called Burg and a place currently called Bürg
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7. Change the *Search Term* to *Starts with*, select **Böhmen** (Bohemia) beneath *Crown Land*, and click on "Search."

How many places start with <i>Burg</i> ?	7; all of these are former place names
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8. Find entry number **644** and click on the paper icon in the *Details* column.

Is <i>Burg</i> the current place name? If not, what is?	No. The current place name is Borek.
What is the Crown Land?	Böhmen
What is the Judicial District?	Dvur Kralove nad Labem
What is the name of the parish to which Burg belongs? (<i>Hint: Competent Parish</i>)	Zirec
Is there a former parish? If so, what is the name?	Dubenec
When do the marriage records of the competent parish begin?	1782
Which archive holds the parish records?	Samrsk
Can you access this specific archive directly from the Detail View page?	Yes. The name of the archive is in blue, which means the name is a link to the archive website. Click on the name to access the archive website.

9. Click on the blue arrow at the bottom of the *Detail View* page to start a new search.
10. Click on the “Reset” button to clear the previous search.
11. Under *Search Term* select **Contains**.
12. In the *Place* search box enter **Kutsch** and click on “Search.”
13. Find entry number **74030** in the results table.

What is the Place Name?	Kutschawa
What is the Place Name German?	Deutschkutschau
What is the name of the Roman Catholic parish?	Vysny Koropec/Koropic
Which Crown Land is this place in?	Ungarn (heute Ukraine)—Hungary (today Ukraine)

14. Click on the paper icon to see the details for this place.

What is the place name in Hungarian?	Nemetkucsova
What is the Slovak place name?	Nemecka Kucova
Is there a Ukrainian place name?	Yes
Is Roman Catholic the only religion found in this place? If not, what other religion is present?	No. There is also Greek Catholic.
Is information provided about the archive where parish records might be found?	No.

ACTIVITY

Now, test your skills you have learned in this “How to” Guide. The Activity is a way to check your knowledge and let you know you’ve mastered the Guide! [Click here](#) to try out the Activity.